RETENTION OF COMPUTERIZED RECORDS   5494

(No. 6 January 1999)

Each region shall be responsible for maintaining the databases used by the forest practice program's electronic data processing system. Each region must institute the following practices:

- Maintain an updated set of databases by calendar year.

- Maintain records purging them only at the end of the calendar year when an archive (backup) copy of the databases for the program has been made.

- Provide Sacramento Resources Management with a copy of the archived databases.

These retention practices provide historical information and reduce the annual forest practice report information collection requirements.

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